



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### MEETING MINUTES

<b>MEETING TITLE</b>	<u>City of Sherwood Library Advisory Board</u>
<b>DATE &amp; TIME</b>	<u>June 17, 2015, 6:30 P.M.</u>
<b>LOCATION</b>	<u>Sherwood Library/City Hall, Conference Room A</u>
<b>FACILITATOR</b>	<u>Christine McLaughlin</u>
<b>NOTES TAKEN BY</b>	<u>Crystal Garcia</u>

#### AGENDA

Items	Person Presenting
1. Roll Call/Introductions	McLaughlin
2. Changes to Agenda	McLaughlin
3. Approval of Minutes	McLaughlin
4. Role of Boards & Commissions	Murphy
5. Library Manager's Report	Doman Calkins
6. Other Business	McLaughlin
7. Adjournment	McLaughlin

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Vacancy		Jennifer Harris	
Jack Hoffbuhr			
Christine McLaughlin		<b>City Staff</b>	
Liz Myer		Adrienne Doman Calkins	
Pat Reisinger		Crystal Garcia	
Diana Stanley		Kristen Switzer	X
Coleen Swihart	X		
Conrad Thomason	X	<b>Guests</b>	
		Sylvia Murphy, City Recorder	
Colin Woodbury (High School Representative)			

#### MEETING NOTES

## **Roll Call/Introductions**

The meeting was called to order at 6:30 P.M. by Chair Christine McLaughlin.

## **Changes to Agenda**

None

## **Approval of Minutes**

Motion to approve the April 15, 2015 minutes was made by Pat Reisinger, seconded by Diana Stanley, and approved unanimously.

## **Role of Boards & Commissions**

City Recorder, Sylvia Murphy, handed out *A Quick Reference Guide to Oregon's Public Records Law*; *A Quick Reference Guide to Oregon's Public Meetings Law*; *Restrictions on Political Campaigning By Public Employees ORS 260.432*; and *Sherwood Code Ordinance 2.12 Library Advisory board* (see record). Murphy reviewed the duties and responsibilities of the board as set forth in the code, as well as examples of involvement from the Cultural Arts Commission and Police Advisory Board. The board was interested in pursuing ways in which they could serve as representatives of the City at library and/or City events.

## **Library Manager's Report**

- Adrienne Doman Calkins reviewed the monthly Management Reports for April 2015 and May 2015.
- The library hosted several programs in April and May. Programs highlighted included several poetry programs in April in honor of National Poetry Month, Chinese Lion Dance program, Hiking Waterfalls in Oregon, Genealogy Workshop, and an OMSI Imagineering program for grades 3-5.
- City Council has approved the FY 2015-2016 budget which includes increasing our part-time YS Librarian position to full-time.

## **Other Business**

- The Board discussed the possibility of developing a marketing strategy in which board members would help market library programs in the community. Several board members expressed interest in dropping off or posting fliers, and/or working with their current contacts in the community to help spread the word about library programs.
- It was suggested that the library's monthly newsletter be sent out electronically. WCCLS provides the library access to BookLetters software, which is a program that enables mass emailing. Staff will prioritize getting this setup for Sherwood patrons.
- Jennifer Harris suggested that library staff ask performers if they are doing other performances in the Sherwood area before booking them at the library. This suggestion was in response to recent library performances with low attendance. These performers had presented multiple shows in the area. Staff will add this to the library's programming procedures.

The next Board meeting will be on **Wednesday, August 19, 2015 at 6:30 P.M.** in the Civic Building, Conference Room A.

### **Adjournment**

The meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Crystal Garcia